

Best Practices for Interviewing by Video.

1. Check your tech.

Double-check the technology you will be using. Prior to the interview, test the audio and video. We would even advise asking a friend to do a test with you ahead of time, ensuring a seamless connection.

2. Dress accordingly.

Treat video interviews with the same seriousness as interviews being conducted in-person. Dress professionally. If uncertain how to dress, visit the company's website to understand the culture or contact the recruiter for advice.

3. Uninterrupted environment.

Choose a quiet, well-lit room for the video interview. Facing the window provides the best lighting or place a light below you. Try to avoid direct sunlight behind you. Again, test the video ahead of time, to preview the appearance. Planning ahead of time will allow you to avoid interruptions from any pets or other "visitors" prior to the conversation.

4. Clean background.

Keep the background as minimalistic as possible and remove any distractions, including screens, clutter, open closets, etc.

5. Framing and eye contact.

Frame yourself well. Generally, a mid-shot of the body, at arm's length from the screen, is good practice. Always maintain eye contact with the interviewer when either responding or listening.

6. Posture and body language.

Exhibit good posture by sitting up straight, shoulders back, and maintaining eye contact. 80% of our communication is non-verbal, so people must show hand movement and body language. Pay attention to amount of gesturing to be sure it is appropriate and does not become distracting.

7. Practice, Practice, Practice.

Ask that same friend you tested the technology on to host a mock interview, allowing you to practice your responses. Please do not find yourself looking down and reading from a script when asked about your experience.

8. Glass of water.

Have one nearby in case you need it.